






Early Care and Education Providers: Completing the ASQ using Ohio's Sparkler Dashboard

Help Me Grow offers the Ages & Stages Questionnaires (ASQ) via the Sparkler Learning web-based dashboard to Ohio's early care and education (ECE) providers and the families they serve. The ASQ can help with understanding how an individual child is developing and whether there are any concerns. This screening can identify a child's strengths, uncover new milestones to celebrate, and reveal any areas where a child may need support. After completing a screening, a Help Me Grow Developmental Screening Specialist can provide referrals to early intervention and home visiting as well as connections to local resources and services.

 FREE for all Ohio families and providers <p>With financial barriers removed, parents are more likely to use the screener, and providers can allocate resources more effectively.</p>	 Meets the latest SUTQ requirements <p>The screening tool meets all three tiers of Ohio's revised Learning and Development quality rating standards.</p>	 Digital portal streamlines the process <p>Paperwork is eliminated, reducing the administrative burden, saving time, and increasing accuracy.</p>	 Automatic screening reminders <p>Timely reminders increase parent participation rates and allow for more efficient use of staff time and resources.</p>	 Immediate access to centralized data <p>Providers can easily access screening results, customizable reports, referrals, and developmental activities.</p>
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This guide will help you navigate the Sparkler Dashboard for providers. If you have any questions or need assistance, please email asq@helpmegrow.org. The information provided includes:

1. [What is the Sparkler Dashboard?](#)
2. [Getting started with Sparkler](#)
3. [Using the Sparkler Dashboard](#)
4. [Completing Screenings for Children Linked in your Dashboard](#)
5. [Completing Screenings for Children Not Linked in your Dashboard](#)
6. [When a Family Completes an ASQ Screening on Sparkler: Parenting for Play app](#)
7. [Accessing ASQ Screening Results](#)
8. [Viewing ASQ Follow-Up Report](#)
9. [Resending Family-Friendly Summary Report to Families](#)
10. [Helping Families Get Started on the Sparkler: Play for Parenting App](#)
11. [Ways to Partner with Families](#)

What is the Sparkler Dashboard?

Sparkler's web-based dashboard is where partner organizations can track connected families who are using the Sparkler:Play for Parenting app. The dashboard can be accessed from a web browser on a desktop computer, laptop, or tablet. Through this online portal, you can:

- ✓ View parent completed ASQ and scores
- ✓ Download customized reports to share with families
- ✓ Complete the free ASQ online screener
- ✓ Follow a child's developmental progress
- ✓ Access the play-based activities library
- ✓ Send and receive messages



Getting started with Sparkler:

1. Watch this 10-minute Sparkler Provider Introduction [video](#)
2. Sign the *Sponsoring Partner Personal Information Protection* [Policy](#)
3. Complete the *Sparkler Program Partner* [Form](#)
4. Create a [Sparkler account](#) by following the directions emailed to you upon form submissions in Steps 2 and 3. Your initial login password will be provided.
5. Advertise your program's unique Access Code and/or QR code and encourage families to download the [Sparkler:Play for Parenting app](#) and register their child(ren)
 - Parents will complete a consent to share information with your program when entering your program's unique code
6. Consider sharing Sparkler Activity Booklets (a resource found within the [Digital Toolkit](#)) with families which have been designed to preview what families can find within the Sparkler: Play for Parenting app

Using the Sparkler Dashboard:

The Sparkler Dashboard allows providers to view screening results for ASQs completed by families, complete ASQ screenings for children in your program, view referrals/resources that were shared with families by a Help Me Grow Developmental Screening Specialist, access the Sparkler library and share play-based activities and parenting tips directly with families connected to your program.

- Watch this 4 minute [Welcome to Sparkler's Dashboard](#) video
- Log onto Sparkler's [web-based dashboard](#) using a modern web browser like Chrome, Safari or Firefox
- Sign in with your email and password

Sparkler's Dashboard for Providers

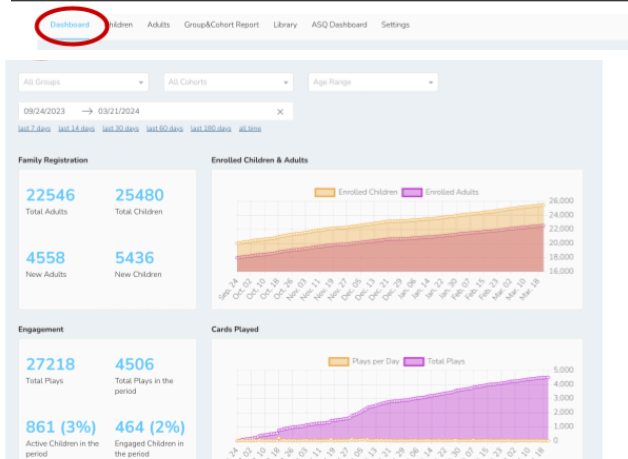


Providers sign into the dashboard here:

<https://app.playsparkler.com/dashboard/login>

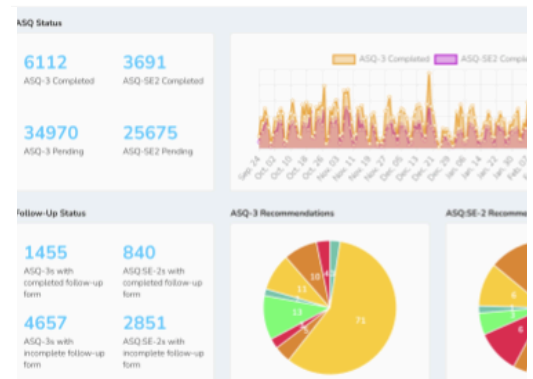
- Navigate using the tabs across the top

Main Screen of Dashboard: Overview of YOUR Program



The main screen of the dashboard has an overview of the families you have access to in Sparkler. You can sort and filter to see different views of:

- Registration
- Engagement
- Families' Ratings of Activities
- ASQs completed
- ASQ scores



“Children” Tab Allows Programs to Monitor and Engage

The screenshot shows a dashboard with a navigation bar at the top. The 'Children' tab is highlighted with a red circle. Below the navigation bar, there are filters for 'All Groups', 'All Cohorts', and 'All Adults', along with a search bar and a 'Bulk Send' button. Below these filters, there are options to 'Generate CSV report' and 'Generate user actions CSV report'. At the bottom, there is a table with columns: Full Name, Id, Group, Cohort, Adult, Age Range, Locale, Created At, Last App-Touch, Last Activity, and Total P.

Full Name	Id	Group	Cohort	Adult	Age Range	Locale	Created At	Last App-Touch	Last Activity	Total P
Maris L	362	Demo	Cohort N/A	Sparkler Parent	Little 4 (4Y)	English	03/30/2017	08/31/2022	07/02/2020	44
Daniel (3Y)	363	Demo	Sparkler Demo	Sparkler Parent	Playmakers	English	03/30/2017	08/31/2022	11/06/2018	73

The “Children” tab allows people with Dashboard access to see summary information about the children in their group and send/receive messages to the families they support.

Click In: See a Child’s History of ASQs and Engagement

The screenshot shows a child's profile page for Maria L. The page has a 'Main' tab and a 'Coaching' tab. Below the tabs, there is a 'Cards Played' chart showing 'Plays per Day' and 'Total Plays' from Aug 25 to Aug 31. Below the chart, there are engagement statistics: 44 Total Plays and 0 Total Plays in the last 7 days. Below the statistics, there is a table of ASQ screenings.

ASQ	Date Completed	ASQ Score
ASQ®-3 20 month	10/31/2018	COMM GM FM PROB PERS
ASQ®-SE-2 18 month	10/07/2019	Refer
ASQ®-3 27 month	07/06/2020	COMM GM FM PROB PERS
ASQ®-SE-2 36 month	07/28/2021	On Schedule

Clicking into a child’s profile from the main “Child” page allows you to see the child’s history of ASQ screenings and play/engagement. From here, you can also send/receive messages with the parent/caregiver under “coaching.”

“Groups & Cohort” Tab Provide a Program-Level Summary

Group	# of Children	Active Children	Engaged Children	Completed ASQ-SE2 surveys	Completed ASQ-3 surveys	# of Plays	# of Photos
Demo	10	4	4	3	5	186	59
School Staff - test	8	2	2	3	3	9	0
Test Accounts	81	29	16	8	21	112	18

The “Groups&Cohorts Report” allows program administrators to see summary information for multiple classrooms or groups at once:

- Number of children enrolled per group
- Number of completed ASQ:SE-2 and ASQ-3 per group
- Number of play activities completed per group

“Library” Tab Provides Searchable Play-Based Activities

From Sparkler’s Library, you can search by age, skill, or keyword to find play activities or parent tips that can address a parent’s concern. You can download them in all available languages and then send them (as a push notification) to families.

Name	Description	Age Ranges	Skills	Domains	Actions
Count Your Steps	Go on a Counting Walk	T1, T2, T3	Counting & Number, Curiosity	Mind, Heart	Send English
Ice Cream Chef	Make ice cream	B4, T1, T2, T3, L3, L4, L5, PM	Counting & Number, Persistence	Mind, Heart	Send English
What do you see?	Read magazines and catalogs	T2, T3	Counting & Number, Expression	Mind, Words	Send English
Target Toss	Toss balls into the target	T2, T3	Big Muscle, Counting & Number	Body, Mind	Send English
How Many?	Count the Animals	T1, T2, T3	Counting & Number, Sounds & Letters	Mind, Words	Send English
Salad 1-2-3	Count and make a salad	T1, T2, T3, L3, L4, L5, PM	Counting & Number, Flexible-thinking	Mind	Send English
Jump Over the Crack	Jump while walking	T2, T3	Big Muscle, Counting & Number	Body, Mind	Send English

Countdown
Get ready for launch

Play and everyday interactions build brains, helping children grow strong hearts, words, minds, and bodies! This is an activity from Sparkler Learning. Scan QR code to play along in your Sparkler app! Press "We Did It" when you're done to keep track of all you accomplish.

Materials: None
Skills: Imagination, Counting & number

Instructions
1. Before Apollo 11 started its historic trip to the Moon, there was a countdown, when Mission Control made sure all systems and people were ready.
2. Let's count-down together from 10 to 1.
3. Let's jump up and shout "It off" at the end.

Stretch
Let's make up our own countdown that we can use before we leave home to make sure we're not forgetting anything.
Stretch: Jackie/Jack Royal/LB off! Make a chart with all the things that we must remember and the numbers 10 to 1.

What You Can Do
Count the things around you — and give your child the chance to practice using numbers and counting in his/her/hers everyday life.

Simply
Start at 3 and count down to 1. Say "Let's go!" at the end. 3 — 2 — 1 — Let's go!

Words To Use
Moon — a natural satellite that orbits the Earth and reflects the Sun's light (Count — say the numbers in order Mission Control — people on the ground who direct the flight of a spacecraft)

Why
Practicing counting up and down helps your child master the numbers, an important prerequisite to learning math.

“ASQ Dashboard” Tab is the Dashboard’s Screening Hub

Dashboard Children Adults Group&Cohort Report Library **ASQ Dashboard** Settings

Search...

All Groups All Cohorts All ASQ Types All ASQ Follow-Up

Only show most recent Only show with concern Only show where the score is monitor or refer

Generate ASQ Results CSV Report: [ASQ SE 2](#) [ASQ 3](#)
Generate Follow-Up CSV Report: [ASQ SE 2](#) [ASQ 3](#)

Student Name	Date Invited	Most Recent Teacher ASQ	Most Recent Parent ASQ	Follow-Up
Chambers, Theo	02/02/2024 ASQ®-3 2 month	Due 03/17/2024 Start Now	Completed 02/02/2024 Anne Chambers COMM GM FM PROB PERS	Start Now: Follow-Up Report
Ramirez, Baby Ashley	01/01/2024 ASQ®-3 2 month	Due 02/14/2024 Start Now	Completed 02/02/2024 Ashley Ramirez COMM GM FM PROB PERS	View or Edit Follow-Up Report
Forbes, Ricky	01/30/2024 ASQ®-3 66 month	Due 03/14/2024 Start Now	Completed 02/02/2024 Sydney Forbes COMM GM FM PROB PERS	Start Now: Follow-Up Report

From the ASQ Dashboard, you can:

- Complete ASQ screenings
- View families' responses and scores
- Click to see parents' concerns
- Download family-facing ASQ reports
- Send ASQ results directly to families
- Download spreadsheets
- See historical results
- Sort and filter

Completing Screenings for Children Linked in your Dashboard:

You can complete a screening for any child connected with your program on the Sparkler Dashboard.

1. Log onto Sparkler's [web-based dashboard](#)
2. Enter your username and password
3. Use the menu options at the top to navigate to the ASQ Dashboard
4. Select the child you want to screen by searching by name
5. Click 'Start Now' located in the third column title Most Recent Teacher ASQ
6. Once you click submit, you will receive an automated coaching message. Reply back to the coaching message to indicate if you would like to receive a call from a Help Me Grow to review results and discuss referral options.
 - o If you selected this option, a Help Me Grow Developmental Screening Specialist will be in contact soon!

Completing Screenings for Children Not Linked in your Dashboard:

You can complete a screening for a child in your program on the Sparkler Dashboard even if the family is not connected with your program through their Sparkler app.

1. Obtain written consent to screen from the parent(s) of the child you would like to complete an ASQ for. A sample consent form can be found within the FAQs on the [ASQ Provider page](#).
2. Log onto Sparkler's [web-based dashboard](#)
3. Enter your username and password
4. Use the menu options at the top to navigate to the Administration tab
5. Click on Your Families
6. Click Add New Family
7. Enter the Parent and Child information
 - a. If adding more than one child, click + Add Child to add additional children to the family
8. Click Save
 - a. An email will be sent to the parent/caregiver to activate their account. In the meantime, you are now able to complete a screening!
9. The child should now be visible on your dashboard. Follow the steps above: 'Completing Screenings for Children Linked in your Dashboard'

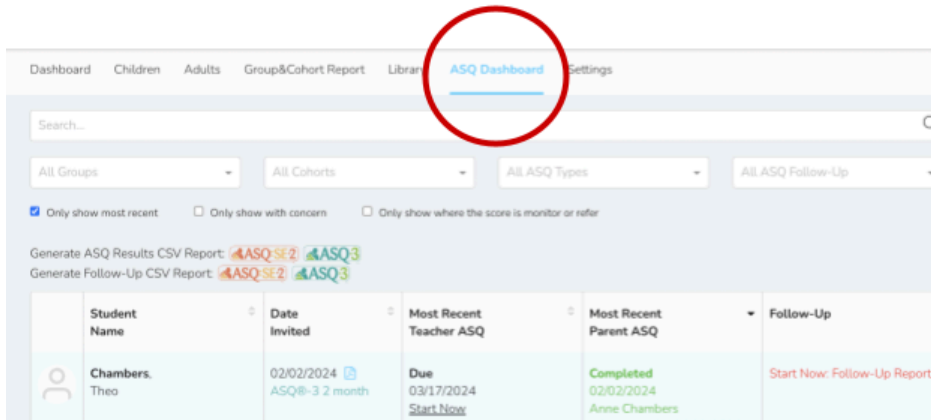
When a Family Completes an ASQ Screening on Sparkler: Play for Parenting App:

1. Once a family submits an ASQ, the screening is immediately scored and the report is available for you to view on the ASQ Dashboard tab
2. A Help Me Grow Developmental Screening Specialist will contact the family within 2 business days to discuss results and offer referrals/resources
 - a. A Follow-Up Report will be completed so that you can view any referrals/resources provided to the family (see 'Viewing ASQ Follow-Up Report' below)
 - b. You know your families best! Providers are also welcome to communicate results with the family by phone call, at a parent/teacher conference or during a home visit, ect.
3. The family will receive a reminder on their app dashboard when the next age-interval screening is available

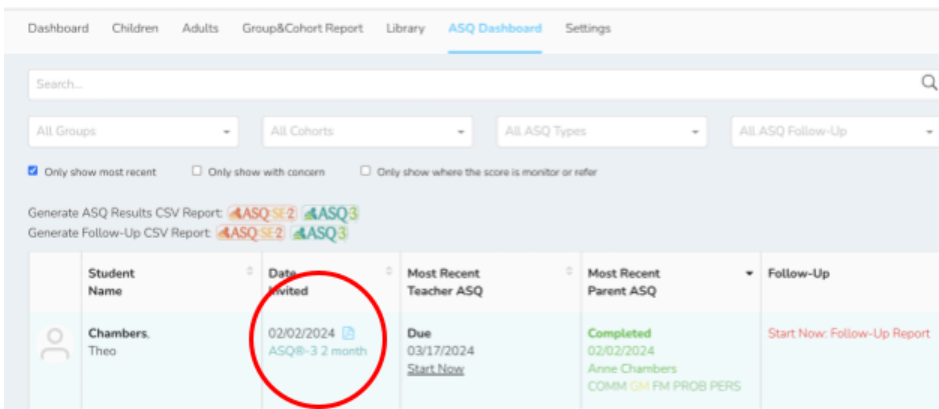
Accessing ASQ Screening Results:

After you or the family submits a screening, you can immediately view a child's results on the dashboard

1. Log onto Sparkler's [web-based dashboard](#)
2. Enter your username and password
3. Use the menu options at the top to navigate to the ASQ Dashboard



4. Select the child you want to view results by searching by name and clicking on the blue icon with a triangle inside located in the second column title Date Invited. A PDF report will be generated.



The report will include:

- a. The child's score for both parent and teacher (if applicable) in each of the developmental domains
- b. Suggested activities to promote growth for each developmental domain
- c. Upcoming milestones
- d. Individual responses to each question on the screener

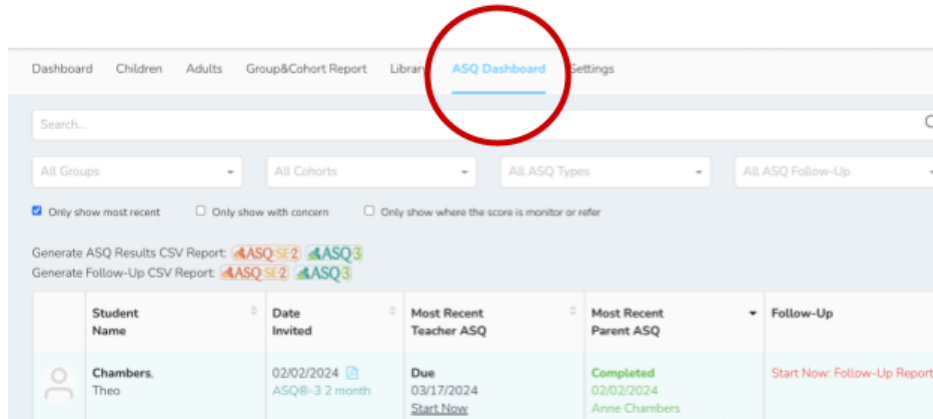
5. If you want a quick view of screening results without viewing the summary report, you can click on the child's name (instead of clicking on the blue icon). You can then use the drop down arrows to expand each domain.

ASQB-3: 2 month	Assigned 02/02/2024	English	Account's default language	Teacher	Arnie Chambers	Align
Due 03/17/2024				Start Now	02/02/2024	
▼ Communication				---	50.00 On Schedule	0/6
1	Does your baby sometimes make throaty or gurgling sounds?				Yes	🗄️
2	Does your baby make cooing sounds such as "ooo," "gah," and "aah"?				Yes	🗄️
3	When you speak to your baby, does he make sounds back to you?				Yes	🗄️
4	Does your baby smile when you talk to him?				Yes	🗄️
5	Does your baby chuckle softly?				Not yet	🗄️
6	After you have been out of sight, does your baby smile or get excited when he sees you?				Yes	🗄️
▶ Gross Motor				---	45.00 Monitor	0/6
▶ Fine Motor				---	55.00	0/6

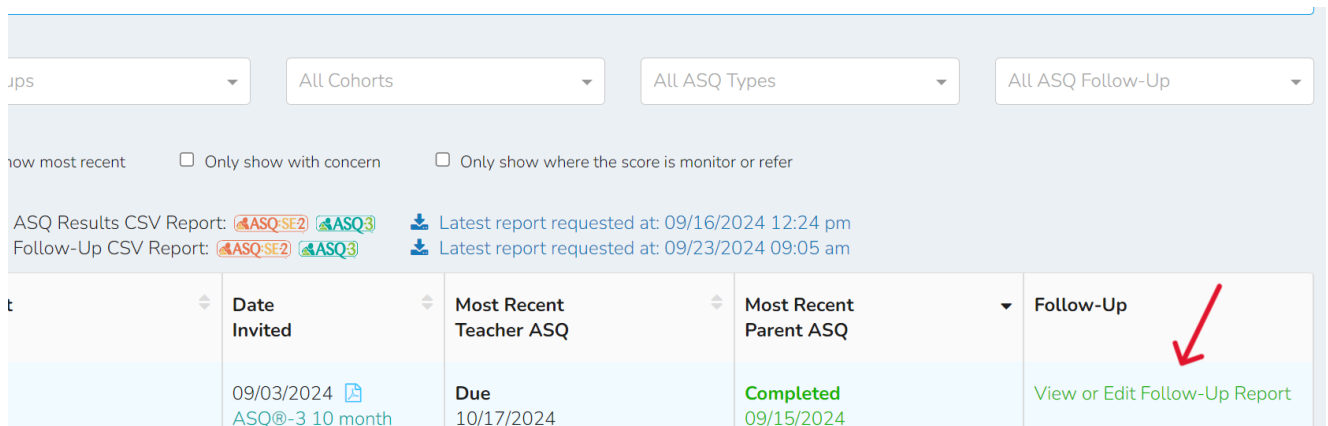
Viewing ASQ Follow-Up Report:

After sharing screening results with the family, the Developmental Screening Specialist will complete a *Follow-Up* report.

1. Log onto Sparkler's [web-based dashboard](#)
2. Enter your username and password
3. Use the menu options at the top to navigate to the ASQ Dashboard



4. Search for and select the child you want to view results. Click 'View or Edit Follow-Up Report'



5. Follow-Up Report notes:

- a. When results were shared with the family
- b. Referrals that were made (ex: Home Visiting, Early Intervention, Preschool Special Education)
- c. Local resources/services that were shared with the family

Ohio ASQ-3 Follow Up

Please share your recommendations based on your conversation with the family following screening. Please check all boxes that apply. You will be able to edit your responses if updates are needed. This form is not visible to families; it is for provider records.

Date of Successful OH Central Intake and Referral (CIR) Contact?

Method of successful contact?

- Phone
- Messaging within Sparkler
- Email
- Letter

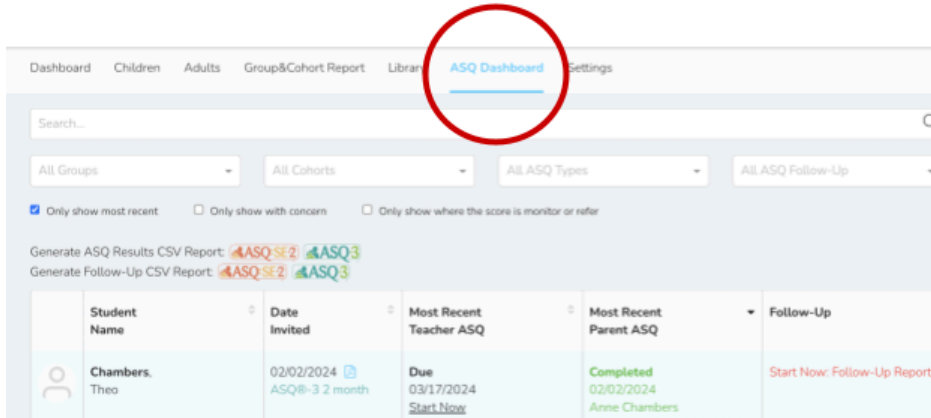
Date of first outreach attempt?



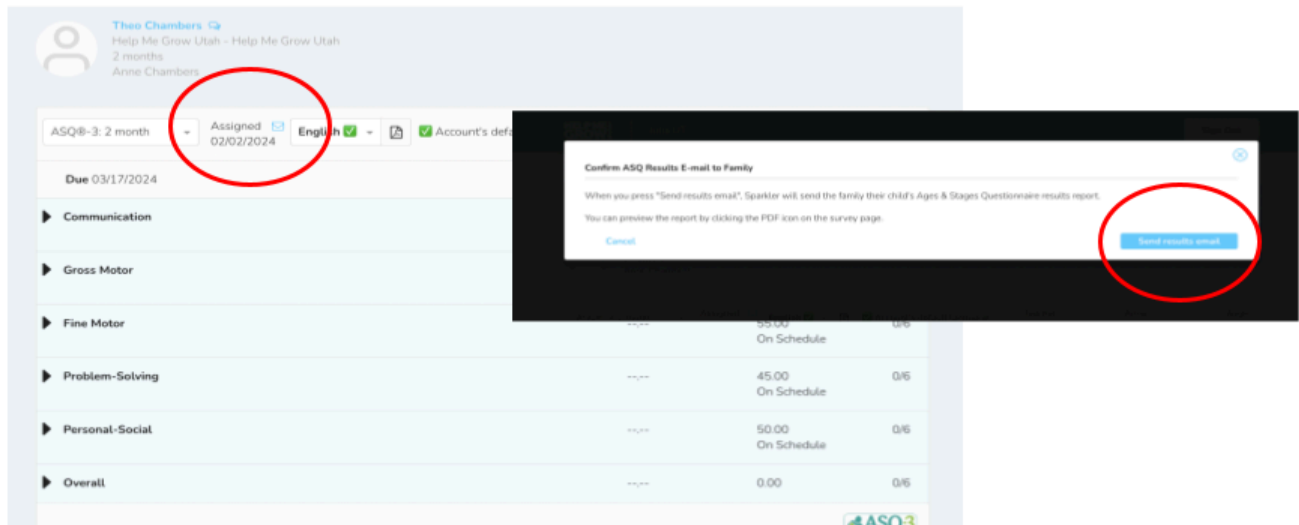
Resending Family-Friendly Summary Report to Families:

After sharing screening results verbally with a family, the Developmental Screening Specialist will release the Summary Results report. The family will receive a secure link via their email to view and/or download the report. Providers can resend the report to a family at any time.

1. Log onto Sparkler's web-based dashboard
2. Enter your username and password
3. Use the menu options at the top to navigate to the ASQ Dashboard



4. Search by name and select the child you want to send results to. Click the blue envelope icon and then click 'Send Results Email'

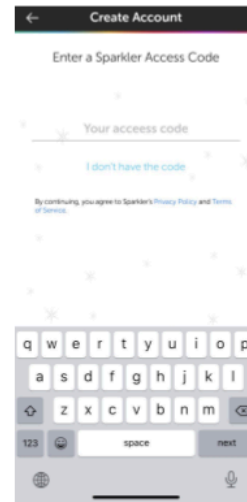


Helping Families Get Started on the Sparkler: Play for Parenting App:

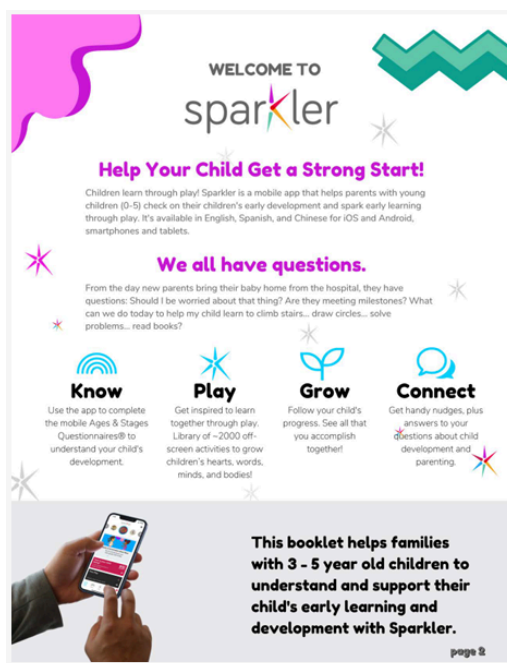
1. Provide families with your program's unique access code. A sample *Sparkler Family Letter* can be found within the [ASQ Digital Toolkit](#) for providers. Programs can customize this letter with their code.
2. Encourage families to register for a Sparkler account:
 - a. Download the [Sparkler: Play for Parenting](#) app on an iOS or Android smartphone or tablet
 - b. Open the app and tapping "Create a New Account"
 1. Families choose how they want to set up the account (Facebook, Google or email address)
 - c. Enter your program's unique Access Code

When a parent signs up for Sparkler, they enter an Access Code to link with YOU!

- This lets you see them in the dashboard.
- This lets the family see the messages/content you send to them in their Sparkler app.



- d. Follow the steps to create a "Parent Account" (enter email, password, name, address, zip code and phone number)
 - e. Follow the steps to "Add a Child" (name, date of birth)
 - f. Review sponsoring partners privacy statement and consent form
3. Families can complete the ASQ-3 and ASQ:SE-2 right on their phone or tablet
 4. FERPA certified - parents consent to share their children's information with you when they sign up for Sparkler and link with your program
 5. Share [Sparkler Activity Booklets](#) with families in your program



Ways to Partner with Families:

- Complete together with parents/caregivers at Parent/Teacher conferences.
- Hold an ASQ Family Night and provide activity stations with manipulatives for the ASQ.
- Incorporate ASQ screening into your Back-to-School Night.
- Set up an ASQ station in a quiet corner of your building with an iPad and ASQ materials.
- Bring a smart device and ASQ materials on home visits.